### Viewing and Updating Class Sections

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Begin by navigating to the <strong>Update Sections of a Class</strong> page. Click the <strong>Curriculum Management</strong> link.</td>
</tr>
<tr>
<td>2.</td>
<td>Click the <strong>Schedule of Classes</strong> link.</td>
</tr>
<tr>
<td>3.</td>
<td>Click the <strong>Update Sections of a Class</strong> link.</td>
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<tr>
<td>4.</td>
<td>When you open the <strong>Update Sections of a Class</strong> search page, the system displays the user default values you set up. In this example, you want to retrieve information for Great Lakes University Fall 2007 term, so you need to override these values. Click the <strong>Clear</strong> button.</td>
</tr>
<tr>
<td>5.</td>
<td>Enter the desired information into the <strong>Academic Institution</strong> field. Enter a valid value e.g. &quot;GLAKE&quot;.</td>
</tr>
<tr>
<td>6.</td>
<td>Click in the <strong>Term</strong> field.</td>
</tr>
<tr>
<td>7.</td>
<td>Enter the desired information into the <strong>Term</strong> field. Enter a valid value e.g. &quot;0590&quot;.</td>
</tr>
<tr>
<td>8.</td>
<td>Click in the <strong>Subject Area</strong> field.</td>
</tr>
<tr>
<td>9.</td>
<td>Enter the desired information into the <strong>Subject Area</strong> field. Enter a valid value e.g. &quot;COMPSCT&quot;.</td>
</tr>
<tr>
<td>10.</td>
<td>Click in the <strong>Catalog Nbr</strong> field.</td>
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<tr>
<td>11.</td>
<td>Enter the desired information into the <strong>Catalog Nbr</strong> field. Enter a valid value e.g. &quot;201&quot;.</td>
</tr>
<tr>
<td>12.</td>
<td>Click the <strong>Academic Career</strong> list.</td>
</tr>
<tr>
<td>13.</td>
<td>Click the <strong>Undergraduate</strong> list item.</td>
</tr>
<tr>
<td>14.</td>
<td>Click in the <strong>Campus</strong> field.</td>
</tr>
<tr>
<td>15.</td>
<td>Enter the desired information into the <strong>Campus</strong> field. Enter a valid value e.g. &quot;MAIN&quot;.</td>
</tr>
<tr>
<td>16.</td>
<td>Click the <strong>Search</strong> button.</td>
</tr>
<tr>
<td>Step</td>
<td>Action</td>
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<td>------</td>
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<tr>
<td>17.</td>
<td>Use the <strong>Update Sections of a Class</strong> page to review or modify a snapshot summary of section information for a class. The page displays one row for each section scheduled for a course offering during a term.</td>
</tr>
<tr>
<td>18.</td>
<td>The class type of E (enrollment) indicates which section is the primary section at enrollment time. The class type of N (non-enrollment) is used to indicate that the section choice is the student's secondary enrollment option, or that the section is used in auto-enrollment. Within a class, only one component can possess the class type of E.</td>
</tr>
<tr>
<td>19.</td>
<td>The system populates the <strong>Class Stat</strong> field to A (active) by default. You can override the status to indicate Stop Further Enrollment, Cancelled Section, or Tentative Section.</td>
</tr>
<tr>
<td>20.</td>
<td>The system displays the associated class number. You can edit this field if no students have yet enrolled in the section.</td>
</tr>
</tbody>
</table>
| 21.  | The values in the **Add Consent** and **Drop Consent** fields default from the Enrollment Cntrl page and indicate the type of consent, if any, that is required to enroll in or drop the class. You can change these values.  
If you select Instructor or Department, consent is granted either by a permission number or student-specific permission. (For drop permissions, consent is granted on a student-specific basis only.) The consent requirement can also be overridden during the enrollment process, by using the permission override. |
| 22.  | Click the **Class Enrollment Limits** tab. |
| 23.  | Use the **Class Enrollment Limits** tab to view summary enrollment information for a class. The page displays one row for each section scheduled for a course offering. |
| 24.  | You have successfully updated enrollment limits for each section of a class. **End of Procedure.** |